

Office Work Instruction (OWI)

HOWI7410-S017

02/01/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Administration and Resources Management Division (Code SP)

Subject: Budget Implementation – Cost Phasing Plan

DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process for establishing the Cost Phasing Plan for implementing the Office of Space Science budget.

2. SCOPE AND APPLICABILITY

2.1 The Cost Phasing Plan encompasses the planned level of work expected to be completed by each program/project. It is established at the beginning of each fiscal year.

2.2 The scope of this OWI is confined to the description of the OSS Budget Implementation – Cost Phasing Plan development activities.

3. DEFINITIONS

3.1 A&RM. The Administration and Resources Management Division of the Office of Space Science.

3.2 POP. The Program Operating Plan (i.e., the NASA budget plan).

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4. REFERENCES

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|------|--------------------------|---|
| 4.1 | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems --
Model for Quality Assurance in Design,
Development, Production, Installation, and
Servicing |
| 4.2 | HCP1280-2 | Corrective and Preventive Action |
| 4.3 | HCP1280-3 | Internal Quality Audits |
| 4.4 | HCP1400-1 | Document and Data Control |
| 4.5 | HCP3410-4 | Employee Training |
| 4.6 | HQPC1150.1 | NASA Headquarters Quality Council Policy
Charter |
| 4.7 | HQSM1200-1 | NASA Headquarters Quality System Manual |
| 4.8 | NHB 1101.3 | NASA Organization Handbook |
| 4.9 | NPD 1000.1 | NASA Strategic Plan |
| 4.10 | NPD 8730.3 | NASA Quality Management System Policy (ISO
9000) |
| 4.11 | NPG 1000.2 | NASA Strategic Management Handbook |
| 4.12 | | NASA Budget Administration Manual |
| 4.13 | | Space Science Enterprise Management
Handbook |

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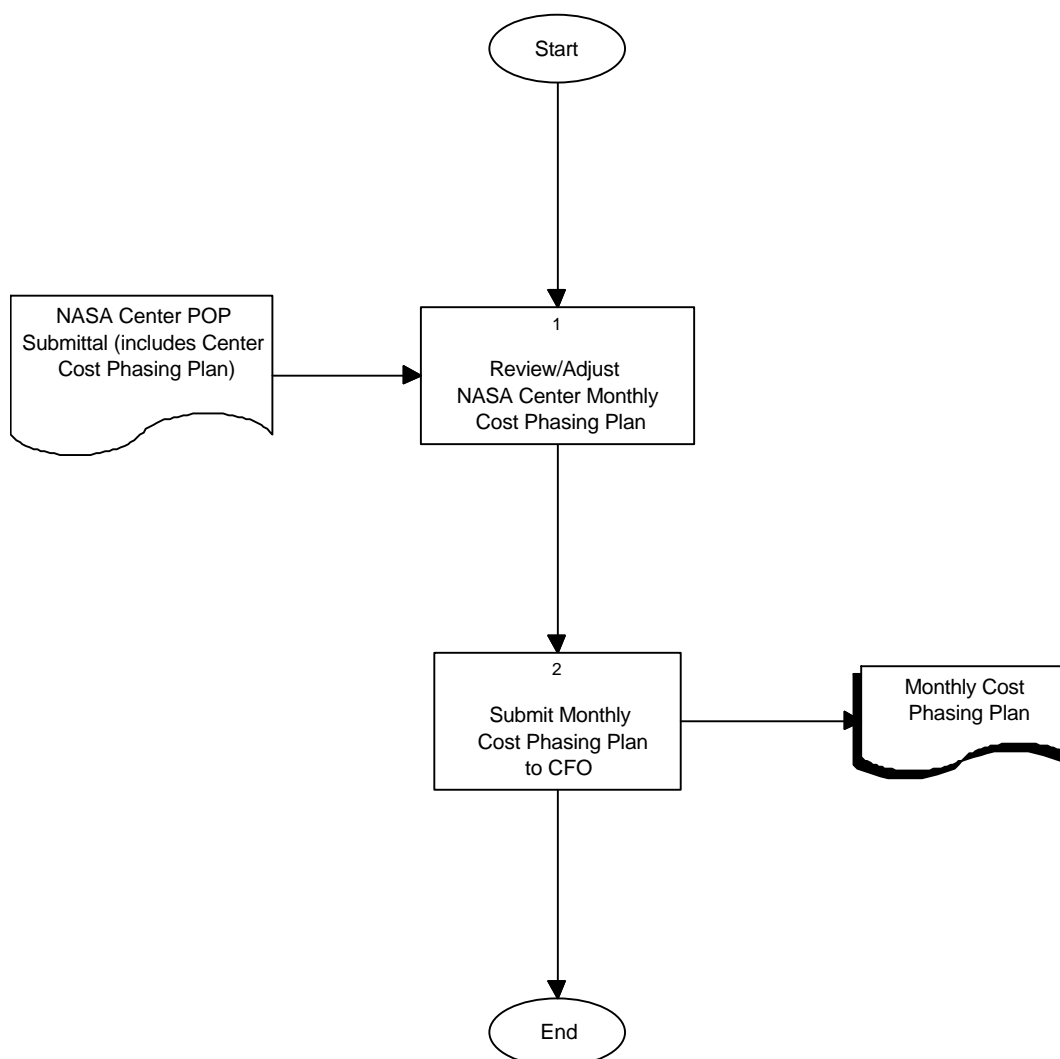
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5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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6. PROCEDURE

[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	A&RM	Review/adjust the NASA Center monthly Cost Phasing Plan. Assess the Center plan input and present information to the AA.
2	A&RM	Submit the monthly Cost Phasing Plan to the CFO. Data are provided to the CFO for incorporation into the NASA Plan.

7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA (ELECTRONIC/HARDCOPY)	RETENTION	DISPOSITION
Monthly Cost Phasing Plan	A&RM Integration Analyst	Code SP Division files	Hardcopy	Retain until no longer used.	Destroy when no longer used.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]